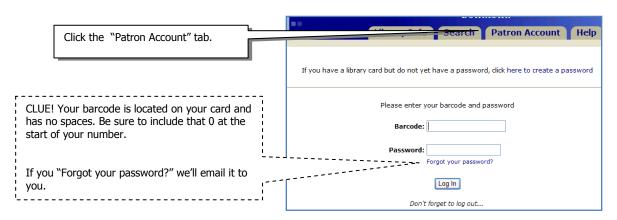


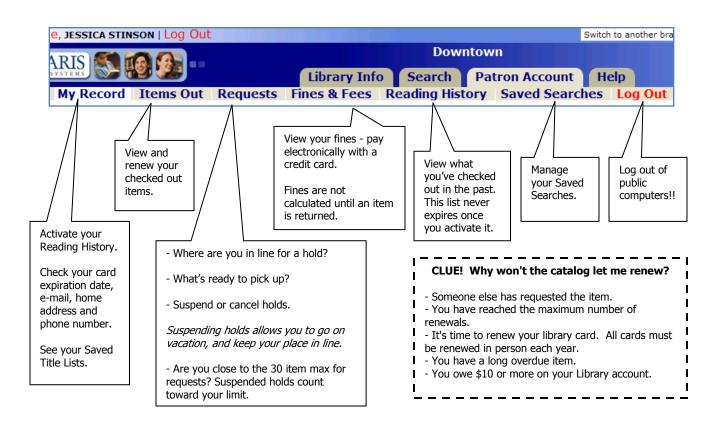
THE INSIDE SCOOP

Your Library Catalog & Card

Discover the power of your Patron Account.
Get that new blockbuster movie before anyone else.
Place a hold for a specific volume in a series of books or TV episodes.
Get e-mail notices of new items in your area of interest.
Save complex searches – and run them whenever you need to.
Create and save title lists for research and fun.
Learn some super-cool searching tips.

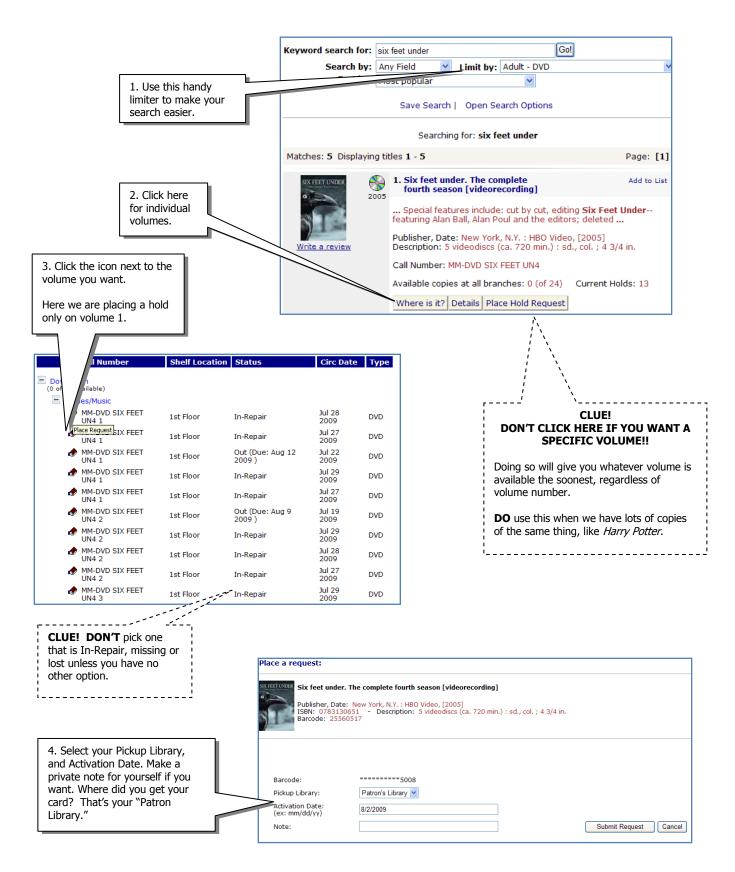
YOUR PATRON ACCOUNT



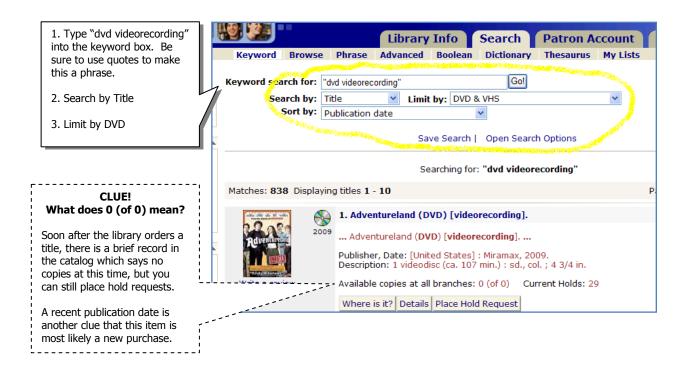


ITEM LEVEL HOLDS

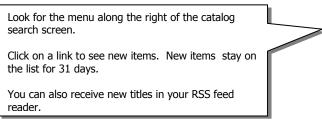
How do I place a hold for a specific volume in a series?

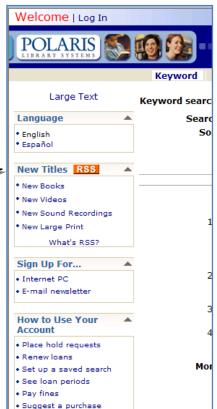


PLACE HOLDS ON ITEMS THE LIBRARY HAS ORDERED How can I find the new DVDs the library will be getting?



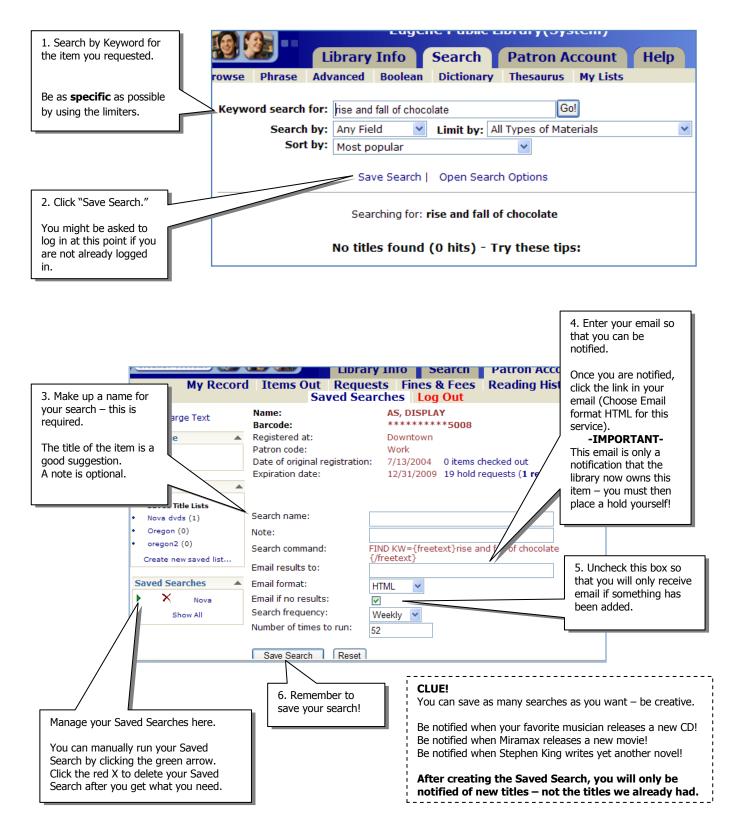
How can I get a list of new titles as they are added to the catalog?





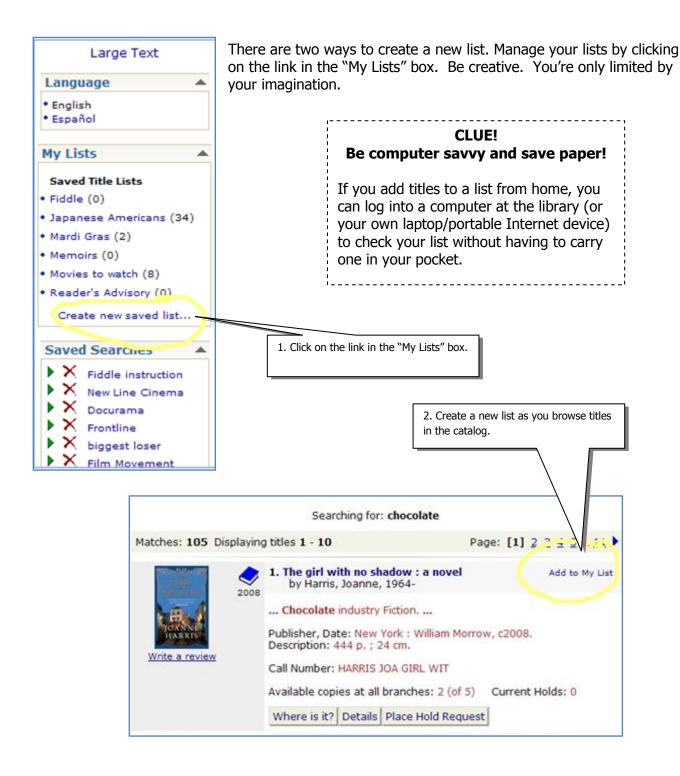
SAVED SEARCHES

How can I be notified if my suggestion is purchased by the library, and then place a hold?



SAVED TITLE LISTS

How can I create lists for topics I'm researching, or books I'd like to read in the future?



Extra-Fancy Polaris Search Tips

Using quotes

Quotes can be used in Keyword to search for a phrase:

Example: To find the "I have a dream" speech by Martin Luther King Jr.

Keyword by Any Field: "I have a dream" King

Narrowing down DVD/VHS searches

#1: Search by Author to find directors or actors

#2: Use the Search Options to limit by publication date

#3: Keyword by Genre: Comedy films [or any genre from list below] >> Limit by: [select]

Some popular genre subject headings:

Adventure films
Animated films
Comedy films
Documentary films
Fantasy films
Film noir
Horror films
Mystery films

Science fiction films

Spy films

Suspense films Western films Spanish drama French drama Hindi drama Spain drama Argentina drama

Adventure television programs
Animated television programs
Comedy television programs
Documentary television programs
Fantasy television programs
Horror television programs

Mystery television programs Science fiction television programs Suspense television programs Television programs for children

Variety shows

Narrowing down Music CD searches

#1: Search by Author to find singers, musical groups, composers, etc.

#2: Use the Search Options to limit by publication date.

#3: Keyword by General Notes: "song title" (use quotes!) >> Limit by: Music CD

#4: Keyword by Subject (examples: rock music, world music, music*, music mexico, popular music mexico, etc

CLUE! HOLD STATUS CONFUSING?

Active means the item is checked out, and the number on the right tells where you are on the waiting list.

Held means the item should be waiting at the self service holds shelf for someone.

Pending means the item is supposed to be on the shelf and the staff are looking for it.

 $\textbf{Transferred} \ \ \text{means it is being moved from one branch to the one you specified for pickup.}$

Expired means that it has been more than a year since the request was placed. It may be that the title is lost or long overdue, or that we never received the order. We may need to order again, or borrow it on Interlibrary Loan if we can't buy it. Let us know if you want that service.

In-transit means that the item is being moved from one branch to another, but there are no holds to satisfy.